



Embassy of the United States of America

U.S. Embassy Guatemala – Public Affairs Section

Request for Proposals

January 2013

The Embassy of the United States of America in Guatemala's Public Affairs Section (PAS) invites interested individuals and non-profit organizations from Guatemala and the United States to submit proposals for projects requesting funding.

A panel comprised of Embassy staff members will review each complete proposal received before the deadline of midnight, **Wednesday, February 20, 2013** and select five to eight proposals for funding. At least one, but no more than three, of the selected proposals will be from individuals or organizations who have never received U.S. Government funding.

All applicants will be notified of the outcome of their application by March 31, 2013. Please note that selected proposals will have to complete additional forms and registration documents within thirty days of notification in order to receive funding.

Proposals should fit under one of four main themes:

- 1) Supporting the rule of law and citizen security
- 2) Encouraging economic growth and sustainable environmental practices
- 3) Improving health and education
- 4) Increasing mutual understanding between the United States and Guatemala

Important notes:

- All potential applicants should be knowledgeable of similar existing programs in Guatemala, including those funded by the U.S. Government, in order to avoid duplication of effort.

- PAS monies cannot be used for infrastructure, although purchases of equipment can be included in the budget with reason.
- Proposals can be submitted in either Spanish or English. However, if your proposal is selected, all project reports must be submitted in English. If your organization does not include a proficient English speaker, consider including the costs of translation in your budget.
- Proposals must be submitted electronically to guerrakm@state.gov by midnight on February 20, 2013. No late or incomplete proposals will be considered.
- If you have any questions regarding the suitability of your proposal, please contact Cultural Affairs Officer Kathy Guerra at guerrakm@state.gov.

Proposal Requirements:

- Full contact information for individual or organization (name, address, telephone numbers, emails, website)
- List of previous USG funds received: project title, amount received, date
- Project title
- Purpose/objective(s) of project
- Location of project
- Detailed project activities description (one to two pages)
- Timeframe: overview of the full sequence of project activities, including beginning and end dates (in general, projects should end before June 2014)
- Project significance: what will the project accomplish, and how will it benefit stakeholders?
- Project indicators: how will we know that the project has been successful?
- Monitoring plan: how will we obtain information about the project's implementation?
- Statement of urgency: why must the project take place now?
- Statement of sustainability: how will the project have a long-lasting impact, that is, after the project is completed?
- Rationale for U.S. support (please note that all projects must include a U.S. cultural element, such as a U.S. expert or speaker)
- Detailed project budget and narrative explaining necessity of costs (email guerrakm@state.gov for the required budget worksheet); total budget amount must be between \$10,000 and \$25,000
- Cost-sharing or other funding sources (proposals with cost-sharing or other funding are generally more competitive)
- Resumes for project director and other key project personnel